

**Certification Form for the Annual
FY04 Federal Equal Opportunity Recruitment Program (FEORP) Plan**

Please type or print clearly and return this sheet **with an original signature** to:

Armando E. Rodriguez
THRU: Administration's EEO Program Manager
Office of Diversity Management and Equal Employment Opportunity
810 Vermont Avenue, NW
Washington, DC 20420

IDENTIFYING INFORMATION

A. Name and Address of Agency

B. Name and Title of Designated FEORP Official (Include address, if different from above, and telephone and fax numbers.)

C. Name and Title of Contact Person (Include address, if different from above, and telephone and fax numbers.)

Certification: I certify that the above named agency: (1) has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a FEORP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

SIGNATURE_____ **DATE**_____

**Department of Veterans Affairs
Instructions for Completing the Annual
Federal Equal Opportunity Recruitment Program Plan Certification and
Accomplishment Report (FEORP Report)**

1. Your FEORP Report should certify that your organization has a FEORP Plan for the coming fiscal year, using the certification form on the next page.
2. Your report should provide the training participation data required by OPM in the format provided in Attachment B. Data should be as of September 30 of the current fiscal year. If data is gathered from the field, it should be consolidated into a single table.
3. Your report should describe your organization's national efforts to accomplish the goals of FEORP, specifying the steps taken to:
 - a. Implement the Hispanic Employment Initiative (Nine-Point Plan);
 - b. Identify and remove barriers to full employment of women and minorities;
 - c. Recruit women and minorities; and
 - d. Provide career development for women and minorities.

**Department of Veterans Affairs
Instructions for Completing FEORP Tables**

Use the forms on the following pages to record your organization's participation in formal VA career development programs and in formal governmentwide career development programs.

According to OPM, formal agency career development programs may include long-term training programs, career enhancement programs, career development programs, academic degree programs for shortage occupations, leadership development programs, supervisory development programs, management development programs, Senior Executive Service candidate development programs, and others. A formal development program will normally have the following characteristics:

- A formal announcement to all qualified groups and individuals
- A request for nominations or applications
- A screening and selection process based on merit principles and predetermined criteria
- A formal training experience
- A monitoring of training activities and program progress using pre-established objectives
- An evaluation of the effectiveness of the formal training and the formal development program

Formal governmentwide career development programs include academic programs (accredited schools, colleges, and universities) used in conjunction with formal development programs. It also includes such formal programs as OPM's Management Development Centers and Federal Executive Institute, USDA's Aspiring Leader Program, the Legislative Fellows Program, and similar programs.

FEORP: PARTICIPANTS IN FORMAL AGENCY CAREER DEVELOPMENT PROGRAMS*

RNO AND GENDER	GS 1-4		GS 5-8		GS 9-12	
	#	%	#	%	#	%
Overall Total		100.0		100.0		100.0
Total Men						
Total Women						
Total Blacks						
Black Men						
Black Women						
Total Hispanics						
Hispanic Men						
Hispanic Women						
Total Asian/Pacific Islanders						
Asian/Pacific Islander Men						
Asian/Pacific Islander Women						
Total Native Americans						
Native American Men						
Native American Women						

* See Explanatory Notes

FEORP: PARTICIPANTS IN FORMAL AGENCY CAREER DEVELOPMENT PROGRAMS (Cont'd)*

RNO AND GENDER	GS 13-15		Senior Pay	
	#	%	#	%
Overall Total		100.0%		100.0%
Total Men				
Total Women				
Total Blacks				
Black Men				
Black Women				
Total Hispanics				
Hispanic Men				
Hispanic Women				
Total Asian/Pacific Islanders				
Asian/Pacific Islander Men				
Asian/Pacific Islander Women				
Total Native Americans				
Native American Men				
Native American Women				

* See Explanatory Notes

FEORP: PARTICIPANTS IN FORMAL GOVERNMENTWIDE CAREER DEVELOPMENT PROGRAMS*

RNO AND GENDER	GS 1-4		GS 5-8		GS 9-12	
	#	%	#	%	#	%
Overall Total		100.0		100.0		100.0
Total Men						
Total Women						
Total Blacks						
Black Men						
Black Women						
Total Hispanics						
Hispanic Men						
Hispanic Women						
Total Asian/Pacific Islanders						
Asian/Pacific Islander Men						
Asian/Pacific Islander Women						
Total Native Americans						
Native American Men						
Native American Women						

* See Explanatory Notes

FEORP: PARTICIPANTS IN FORMAL GOVERNMENTWIDE CAREER DEVELOPMENT PROGRAMS (Cont'd)*

RNO AND GENDER	GS 13-15		SENIOR PAY	
	#	%	#	%
Overall Total		100.0%		100.0%
Total Men				
Total Women				
Total Blacks				
Black Men				
Black Women				
Total Hispanics				
Hispanic Men				
Hispanic Women				
Total Asian/Pacific Islanders				
Asian/Pacific Islander Men				
Asian/Pacific Islander Women				
Total Native Americans				
Native American Men				
Native American Women				

* See Explanatory Notes

HISPANIC EMPLOYMENT INITIATIVE: NINE-POINT PLAN

As part of their FEORP accomplishment report, agencies must submit information on specific activities and accomplishments in implementing the Hispanic Nine-Point Plan. Of particular interest is how departments and agencies addressed each point in the Plan. The Nine-Point Plan includes the following items:

1. Support and implement the White House Initiative on Educational Excellence for Hispanic Americans.
2. Provide employment information to students, faculty, and the Hispanic community.
3. Use the Presidential Management Intern (PMI) Program for recruiting, converting, and advancing Hispanic college graduates.
4. Participate in the HACU National Internship Program.
5. Use the flexibilities of the Student Employment Program to bring Hispanic students into agency's shortage category occupations, as well as other occupations.
6. Develop mentoring programs to motivate young people to pursue higher education and Federal careers.
7. Promote participation of Hispanic employees in career development programs.
8. Assess agency needs for full-time, part-time, or collateral Hispanic Employment Program (HEP) Managers and ensure that HEP Managers are integral members of the agency's management team.
9. Incorporate these activities into the agency's annual Federal Equal Opportunity Recruitment Program (FEORP) accomplishment report to OPM.